

November 25, 2019

[Redacted]
VIA HAND DELIVERY

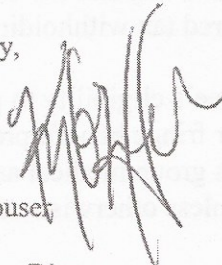
Dear Tina:

Pittsburgh Center for Arts & Media ("PCAM") has made the difficult decision to end its theater programs, as well as all programs housed in the Marshall building, and reduce personnel accordingly. Consequently, your employment with PCAM is terminated effective November 25, 2019.

PCAM is willing to provide you certain severance benefits pursuant to the terms of a Separation Agreement and General Release ("Agreement"), which is attached for your review. You have forty-five (45) days to consider the Agreement and, if you sign it, a period of seven (7) days during which it may be revoked before becoming effective.

Please contact me with any questions. Thank you for your work at PCAM.

Sincerely,



Kyle Houser

Executive Director